

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Meeting Room, San Juan Island Library

April 10, 2018

Members Present: Fred Henley, Barry Jacobson, Mark Madsen, Karen Vedder, Lynn Weber/Roochvarg

Staff Present: Laurie Orton, Leslie Baker, Beth Helstien

FOL Present: Stan Mayhew

Call to Order: President Fred Henley called the meeting to order at 3:01 p.m.

Visitors Present: Sharon Kvisto

Public Access: None

Agenda Approval:

MSC Mark Madsen moved and Barry Jacobson seconded to approve the agenda as submitted. Carried.

Approval of Board Minutes of March 13, 2018 regular meeting

MSC Lynn Weber moved and Karen Vedder seconded to approve the minutes of the March 13, 2018 regular meeting as submitted. Carried.

Approval of Board Minutes of March 26, 2018 special meeting

MSC Mark Madsen moved and Barry Jacobson seconded to approve the minutes of the March 26, 2018 special meeting as amended. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Barry Jacobson agreed to attend the May 2, 2018 meeting at 4:00 pm in the Library meeting room.

FOL President Stan Mayhew reported that FOL's annual meeting was planned for April 25th at 7 pm. Margaret Barker and Louise Lelevich were both seeking another three year term. A third person, Robb Howard, might also be on the ballot. Gail Kretchmer from Dancing Seeds Farm, was to speak about the farm and its planned permaculture practices and educational workshops. FOL would introduce its Mother's Day raffle basket at the Annual Meeting and would also be selling raffle tickets at Market Place.

Approval of Bills:

Due to the absence of the administrative specialist, approval of March bills will take place at the next regular meeting of the Board.

Director Report (Laurie Orton)

Laurie's written report was noted.

- Library staff and Board members would be participating in the upcoming threat assessment and community response training on May 8th coordinated by San Juan County.
- Laurie and Barry shared more information about their discussion with the SJ County Sheriff and Laurie's subsequent follow up with Elementary School Principal Diane Ball.

Assistant Director/Adult Services Manager Report (Leslie Baker)

Leslie's written report was noted. Additionally, Leslie gave an update on the Public Library Association's annual meeting, including canceled flights, bomb scare, and the closure of Philadelphia due to a massive winter storm. Most of the conference seemed to be geared to larger libraries, but staff was pleased to note that for a small library, the San Juan Island Library was keeping up with larger libraries in many ways.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted. Laurie further noted that she was very enthusiastic about the upcoming Screen Free Week and the partnerships with other organizations; the Library and the Family Resource Center were hoping to sign up 35 families to participate.

Circulation Manager Report (Sue Vulgares)

Sue's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie added that the Library had not had internet service for Sunday, April 8th and part of Monday, April 9th. Rock Island replaced the device that translates fiber to copper, and that helped to put the Library in a good position for the upcoming transition away from K-20 expected in June.

Financial Report

No financial report was given as the administrative specialist was on leave.

NEW BUSINESS

Executive Session— RCW 42.30.110(g)—To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive session commenced at 3:53 pm for an estimated 20 minutes. The Board resumed the public meeting at 4:20 pm following a short break.

Mark Madsen reviewed the discussion of the Executive Session. The Board wanted time to compare the Library Director's existing contract to similar library districts and other taxing districts in San Juan County and other libraries in Washington. The Board

planned to revisit the issue once some research had been done, and the Board could demonstrate the care that was put into the process. Therefore, the Board took no action after the Executive Session. The Director's Review Committee asked Laurie to provide the Board with information about comparable salary compensation, and other benefits, if available. Fred noted that comparing the San Juan Island Library to others of similar size might not make sense since this library does provide more services compared to other smaller libraries. Laurie agreed to send an email copy of her current contract to each of the Board members.

Volunteer Pins

Barry and Lynn were belatedly awarded pins for 10 years of volunteer service. Karen was planning to attend the upcoming volunteer appreciation party on Monday, April 16, and give remarks.

OLD BUSINESS

SHKS Architects Report Draft 3

The Board reviewed and commented on the third draft of the building assessment report from SHKS Architects that included possible expansion plans. It was noted that there were not a lot of changes in the new draft report, and a few suggestions previously made had yet to be written. Laurie clarified that what seemed inconsistent reporting about square footage was actually accurate – the building envelope creates 9200 square feet on the ground floor, and 9800 square feet included the second floor. The diagram on page 5 of the report was a schematic representation of the amount of space the Library currently occupies on the ground floor. The second one showed a second floor. The third one showed expanding onto an adjacent property. The final one showed moving to a second property entirely.

Fred noted the cost on page 5 of the Mechanical Memo to comply with current codes for sprinklers, plumbing and HVAC was eye opening, over \$500,000.

Costs on page 25 included building construction only, but did not include furnishings such as shelving, furniture, etc. Nor did they include land purchase. It should be documented that land price and furnishings were not included. The Board asked to see the comparison on page 25 to show equal numbers of square feet for parcel A and parcel B to give an apples-to-apples comparison.

Mark noted that the cost analysis was rough and order of magnitude. The soft costs were unknown, and so could not be estimated.

On page 5 under existing services Laurie felt the bullet points needed to be edited. The maximum capacity of the Meeting Room was not enough for the way it is sometimes used. Should be included in report.

Laurie noted that the draft flyer on page 6 showed the open houses as taking place at the Mullis Center, but other locations were being explored. The public open houses were planned to likely take place at the Grange. The last sentence of "Next Steps" should be omitted.

The third photo composite on page 8 should be identified as NE corner of Library.

P 29 took out "Programming" and replaced it with "Service and Operations Analysis".

SHKS still needed to correct certain errors, (e.g. San Juan County Library).

Karen noted that parking challenges were not noted. Consensus of the board was that parking should be noted in the report. The report should also show number of square feet of parking for each alternative. Public has said repeatedly that they want more and better parking.

Timeline of earlier work should be shown to the public during the presentations. Several years of prior work on long-term planning and the facility should be part of the presentation. Mark said his presentation would do that, as well as review the Board's process and principles. The timeline should be on the Library's website and available as a handout at the public meetings.

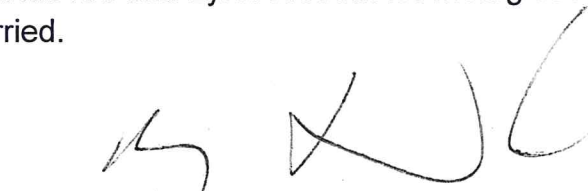
Public outreach committee should have a meeting before May 20 with the Content committee. Laurie shared a draft of her newsletter article that was to be mailed out in early May. Laurie received feedback that the article needed to focus more on facilities so it was clear that the meeting was not about library services, but about the facility's ability to meet demand.

Laurie also noted that a meeting with FOL was needed before May 20th in order to establish a SJI Community Foundation fund for the Library. Mark Madsen, Stan Mayhew, and Judy Bentzen were to schedule that meeting after the Board meeting.

ADJOURNMENT

MSC Mark Madsen moved and Lynn Weber/Roochvarg seconded to adjourn at 4:36 pm. Carried.

Respectfully submitted:



Board Secretary

Approved:



Board President